

Cover Page

Annual Performance Report

Narratives and Tables

Name and Address of Grantee:
Collier County Board of Commissioners
Financial Administration and Housing Department
2800 N. Horseshoe Drive
Suite 275
Naples, FL 34104

Telephone Number: (239) 659-5750

Name of Contact Person: Lee Combs, Federal Grants Manager

Report for program year ending June 30, 2003
that includes reports for the following listed grants:

Community Development Block Grant (CDBG) -	
Total FY 2002-2003 HUD Allocation	\$2,159,000
CDBG FY 2001-2002 Carry-over	<u>\$ 123,118</u>

TOTAL	\$2,282,118
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Tom Henning	Chair, Board of County Commissioners
Name of official authorized to submit APR	Title

Signature	Date
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Certification: The information contained in this report is accurate and reflects the activities actually accomplished during the reporting period. Activities planned and/or accomplished are eligible under applicable statutes and regulations and were included in the applicable listing of projects and activities in the corresponding Consolidated Submission for Community Development Programs.

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

Section I -- Part A

Status of Three - Five Year Plan

Name of Grantee: Collier County

Three - Five Year goals and objectives

- List each of the three - five year goals and objectives as described in the Consolidated Plan. See table below
- Describe the accomplishments in attaining the goals and objectives for the reporting period. See table below
- If applicable, explain why the goals and objectives were not met.
N/A

Housing	Source of Funds	Year	Performance Measures	Expected/ Actual Units	% of Target Achieved
<i>Homeownership Assistance</i> Objective Number: One Program Name: Homeownership Assistance for Low Income Residents Program Objective: Provide down payment/closing cost assistance/impact fee relief	SHIP/ CDBG	2001	500 low-income households attain homeownership	100/317	317%
		2002		100/386	386%
		2003		100/	
		2004		100/	
		2005		100/	
		Total		500/703	141%
<i>Homeownership Assistance</i> Objective Number: Two Program Name: Homeownership Assistance Very-Low Income Residents Program Objective: Acquire land/install infrastructure for affordable housing	Participation with Habitat for Humanity	2001	100 very-low income households attain homeownership	20/139	695%
		2002		20/66	330%
		2003		20/	
		2004		20/	
		2005		20/	
		Total		100/205	205%
Housing	Source of	Year	Performance Measures	Expected/ Actual	% of Target

	Funds			Units	Achieved
<i>Housing Rehabilitation</i> Objective Number: Three Program Name: Housing Rehabilitation Program Objective: Provision of housing improvement programs	SHIP/ CDBG	2001 2002 2003 2004 2005 Total	Provide repairs to 25 owner-occupied units	5/47 5/69 5/ 5/ 5/ 25/116	940% 1,380% 464%
<i>New Rental Housing</i> Objective Number: Four Program Name: New affordable renter units Program Objective: Utilize local funds to leverage federal/state rental construction programs	SHIP funds to leverage federal/state dollars	2001 2002 2003 2004 2005 Total	250 new subsidized apartment units	50/102 50/0 50/ 50/ 50/ 250/102	204% 0% 41%
<i>Existing Rental Housing</i> Objective Number: Five Program Name: Rehabilitation of older rental units Program Objective: Acquisition/rehabilitation of small rental projects	CDBG/ SHIP	2001 2002 2003 2004 2005 Total	25 rehabilitated affordable rental units	5/16 5/16 5/ 5/ 5/ 25/32	320% 320% 128%
<i>Rental Subsidies</i> Objective Number: Six Program Name: Rental Assistance for poverty level households Program Objective: Acquire land/construct new rental units	CDBG/ SHIP	2001 2002 2003 2004 2005 Total	25 affordable rental units	5/0 5/0 5/ 5/ 5/ 25/0	0% 0% 0%
Homeless/Special Needs	Source of Funds	Year	Performance Measures	Expected/Actual Units	% of Target Achieved
<i>Special Needs Housing</i>	CDBG	2001	Construction and	4/0	0%

Objective Number: One Program Name: Wolfe Apartments Program Objective: Provision of transitional housing for 20 “special needs” residents		2002	supportive	4/27*	100%
		2003	service provision	4/	
		2004	for a 12 unit	4/	
		2005	apartment	4/	
			complex for homeless persons with disabilities		
		Total		20/27*	135%

Community Development	Source of Funds	Year	Performance Measures	Expected/ Actual Units	% of Target Achieved
<i>Economic Development</i> Objective Number: Two Program Name: Economic Diversification Program Objective: Business Recruitment/ Retention	CDBG partner ed with State/ County eco- nomic develop- ment in- centives	2001 2002 2003 2004 2005 Total	Create 100 jobs paying above the County average	20/0 20/0 20/ 20/ 20/ 100/0	0% 0% 0%
<i>Public Facilities</i> Objective Number: Three Program Name: Public Facilities and Improvements Program Objective: Pave/upgrade streets, resolve flooding, improve streetlights, provide sidewalks and upgrade water and sewer service	CDBG/ SHIP	2001 2002 2003 2004 2005 Total	Assist 100 eligible households	20/0 20/200 20/ 20/ 20/ 100/200	0% 200% 200%
<i>Public Services</i> Objective Number: Four Program Name: Social Services Program Objective: Undertake needed social services activities	CDBG	2001 2002 2003 2004 2005 Total	Assist 200 eligible people	40/0 40/148 40/ 40/ 40/ 200/148	0% 370% 74%
<i>Planning/Administration</i> Objective Number: Five Program Name: General Program Administration Program Objective: Annual planning and administrative activities of the CDBG program	CDBG	2001 2002 2003 2004 2005	Administration of CDBG program		

**Special Needs Housing:* This project was approved in FY 2001-2002, but beneficiaries were not in place until FY 2002-2003.

Section I -- Part B

Assessment of Annual Progress in Carrying out One-year Goals and Objectives

Name of Grantee: Collier County

Reporting Period: July 1, 2002 – June 30, 2003

1. Assessment of the one-year goals and objectives

- a. List each of the goals and objectives as described in the Consolidated Plan:

Housing – provide affordable housing support

Rehabilitation – provide housing rehabilitation

Public Facilities – provide low-income area improvements

Public Services – provide various forms of support to social service agencies

- b. Describe the accomplishments in attaining the goals and objectives for the reporting period:

Affordable housing activities funded included infrastructure support for affordable housing development, down payment/closing cost assistance, impact fee relief, owner-occupied housing rehabilitation and impact fee deferrals for affordable rental housing units. In addition, CDBG and state funded State Housing Initiatives Partnership (SHIP) funds were major source of funding for single-family affordable housing development infrastructure support, single-family rehabilitation and down payment/closing cost assistance to enable very low-income households to become homeowners.

Assistance was provided to rehabilitate affordable special needs rental housing utilizing CDBG funds. Special needs housing was further supported with CDBG funds through infrastructure support of a transitional housing project.

CDBG funds were allocated to improve drainage and flooding problems on Marco Island (this is a 3-year project), additional streetlights were added in Immokalee and, a new community center opened in the City of Naples River Park area (3-year project).

c. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective:

- Affordable housing activities totaled \$479,498 in CDBG funds expended. *
- Rehabilitation activities totaled \$145,086 in CDBG funds expended. *
- Public Facilities activities totaled \$1,184,609 in CDBG funds expended. *
- Public Services activities totaled \$60,323 in CDBG funds expended. *

*All categories of activities utilized combination of FY 01-02 and FY02-03 funding.

d. If applicable, explain why progress was not made towards meeting the goals and objectives: N/A

2. Describe the manner in which the recipient would change its program as a result of its experiences.

The staff of the Financial Administration and Housing (FAH) Department plans to make the following changes in the management of its FY 03-04 program:

- Provide technical assistance to improve the capacity of non-profit organizations that receive HUD funds through the FAH Department to complete projects on a timely basis;
- Evaluate at mid-program year the progress of various projects to assess timeliness and accomplishment toward stated goals;
- Increase the monitoring frequency of new subrecipients to assist them in completing projects on time; and
- Increase outreach efforts to solicit more grass-roots community participation.

Section I -- Part C

Assessment of Annual Progress in Carrying out Actions

Name of Grantee: Collier County

Reporting Period
July 1, 2002 to June 30, 2003

1. Affirmatively Furthering Fair Housing

- a. Provide a summary of impediments to fair housing choice:

Collier County plays an active role in affirmatively furthering fair housing, the provision of affordable and accessible housing, and promotion of home ownership. The County adopted a Fair Housing Ordinance in 1986 (amended in 1992).

An analysis of impediments to fair housing in Collier County was prepared in 2001 by Florida Planning Group, Inc. under the direction of the Collier County Financial Administration and Housing Department. Information on fair housing was compiled from a number of sources, including HUD's Office of Fair Housing, The Florida Commission on Human Relations, the Home Mortgage Disclosure Act, the Collier County Banking Partnership, Naples Area Apartment Association and the Naples Area Board of Realtors. In addition, all the County's non-profit agencies (52) including the NAACP, and churches (139), were surveyed regarding fair housing issues.

The major impediment to fair housing in the County continues to be the lack of affordable housing. Collier County has the highest median family income in the State of Florida, which has also sparked a rapid rise in housing costs. The survey of the County's social service agencies and churches revealed this to be a key impediment facing the County.

The high percentage of build out in the desirable coastal areas of Collier County affects the availability of parcels of land suitable for multi-family and affordable single-family housing. Although maps of Collier County indicate that affordable housing is evenly disbursed throughout the County, there is a perception that affordable housing is clustered in certain areas (East Naples and Immokalee).

Collier County has the highest impact fees in the State of Florida. The State Housing Initiatives Partnership (SHIP) Program allocates 66% of their annual allocation to impact fee relief, up from 50% just one year ago.

There are a disproportionate number of rental units for low-income households with federal assistance located in the western portion of the County. High rents make even affordable housing unaffordable. Overcrowding has been identified as the result, but a County Ordinance limits the number of people (excluding extended family) who can legally reside within a dwelling. Additionally, families on the Collier County Housing Authority's waiting list did not have access to Section 8 certificates and vouchers because the wait is estimated to be 3 years.

b. Identify actions taken to overcome effects of impediments identified:

1. The Board of County Commissioners passed a resolution establishing April as Fair Housing Month and read a proclamation at its April 22, 2003 meeting to announce the resolution.
2. The Financial Administration and Housing Department coordinated with the U.S. Department of Housing and Urban Development (HUD) to conduct a Fair Housing Workshop in May, which was advertised in both local newspapers in English and Spanish.
3. Fair housing notices and fair housing pamphlets (English/Spanish) were provided to all libraries, social service agencies and churches.
4. Encouraged local newspaper publishers to run a complete publisher fair housing notice (as required by law) on at least a weekly basis in English and Spanish.
5. The Workforce Housing Advisory Committee was formed to explore inclusive land use regulations that would evenly distribute affordable housing throughout the County. Staff was directed to recommend endorsement of a Housing Development Corporation (HDC) to provide specific services related to the development and financing of affordable housing unavailable to County Government.

The county is actively working to change public policy to encourage mixed-income, multi-family developments and to develop affordable housing in areas that are not predominantly low/moderate as a part of a continuing effort to de-concentrate poverty.

2. Affordable Housing

- a. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.

Proposed goals: The affordable housing priorities in the Five-Year Consolidated Plan for FY 2001-2002 to 2005-2006 were the provision of down

payment/closing cost assistance/impact fee relief to 500 low-income households to attain homeownership; acquire land/install infrastructure for affordable housing to 100 very-low income households and provide housing rehabilitation to 25 owner-occupied units; and rehabilitation of affordable rental units.

For eligible renter households, the goals were the construction of 250 new subsidized rental units; rehabilitation of 25 existing affordable rental units and the provision of rental assistance to 25 poverty level households.

Accomplishments: In FY 2002-2003 CDBG and State Housing Initiatives Partnership (SHIP) funds were combined to provide down payment/closing cost assistance and impact fee relief to 459 low-income households. In addition, CDBG and SHIP funds were used to provide funding for single-family housing development infrastructure support for 84 very-low income households in partnership with Habitat for Humanity in Immokalee.

Rental activity consisted of the rehabilitation of sixteen (16) units in a compound of duplexes for individuals with special needs.

- b. Evaluate progress in providing affordable housing that meets the section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period:

N/A

- c. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities:
- Community Redevelopment Agency (CRA) completed Phase I of the Immokalee Housing Survey to determine housing stock conditions in specific areas of the community;
 - Collier County became the ‘Lead Agency’ for the Continuum of Care to further assist the homeless and at-risk of homelessness population in the community to become self-sufficient and attain permanent housing;
 - Financial Administration and Housing Department is contracting to hire a certified Housing Inspector to assess homes in the County that wish to apply for down payment and/or rehabilitation assistance. This inspector will use HUD Housing Quality Standards (HQS) criteria to evaluate and determine the needed improvements eligible under the application for assistance; and
 - Financial Administration and Housing Department composed and will begin implementation of a Housing Condition Survey to assist staff in ascertaining the overall housing condition of neighborhoods eligible for

assistance.

3. Homeless/Special Needs

- a. Identify actions taken to address needs of homeless persons:

CDBG funds have been used to provide infrastructure support for transitional housing for homeless persons.

- b. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families):

Rehabilitation was done on a multi-unit residential housing complex for individuals with “special needs”.

- c. Identify actions taken to prevent homelessness:

No funds were specifically provided in this category. Social service agencies in Collier County continue to undertake direct homeless prevention activities. However, FAH staff has provided extensive technical assistance to the social service agencies involved in the Continuum of Care (CoC) process and was also recently designated as the ‘lead agency’ for the CoC. Through this partnership with over fifty- (50) social service agencies, which either directly or indirectly serves the homeless population; Collier County is acting to prevent homelessness.

- d. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets):

CDBG funds were allocated for infrastructure support for the implementation of a multi-phase transitional housing project for homeless persons. This first phase included the completion of eight (8) ‘Park model’ manufactured homes transitional housing for twenty-two (22) homeless individuals.

- e. Identify actions to help homeless persons make the transition to permanent housing and independent living:

No funds were specifically allocated in this category, however FAH staff has provided extensive technical assistance to several non-profit organizations through its role in working with the CoC to address this need.

- f. Identify new Federal resources obtained from Homeless Super NOFA:

None at this time.

4. Describe Other Actions in Strategic Plan or Action Plan Taken To:

a. Address obstacles to meeting underserved needs:

- Lack of funding;
- Nimbyism;
- Fair Housing Issues; and
- High Cost of Housing and Land Acquisition.

b. Foster and maintain affordable housing:

- Development of a Housing Development Corporation (HDC);
- Addition of HOME funding (Collier County is a new participating jurisdiction); and
- Certification of Community Housing Development Organizations (CHDO's).

c. Eliminate barriers to affordable housing:

The County continues to operate incentive programs to encourage affordable housing. Actions taken include a fast-track permitting process, impact fee deferrals, density bonuses, the reduction of setbacks and parking, allowing zero-lot line development, and use of established process to consider, before adoption, proposed land development code changes that may have a significant impact on the affordable housing. The County also has a Workforce Housing Advisory Committee. The Committee's task is to identify and develop alternatives to meet the affordable housing needs of the workforce.

d. Overcome gaps in institutional structures and enhance coordination:

The County works closely with non-profit housing and social service provider partners to carry out its various housing and community development activities. The County provides technical assistance to various non-profit service providers in their endeavors to obtain grants.

e. improve public housing and resident initiatives:

The County supports the Collier County Housing Authority's plans to implement a homeownership program and development of additional affordable rental units.

f. Evaluate and reduce lead based paint hazards:

The County, through its Health Department continues to monitor and respond to all suspected cases of lead poisoning. However, this continues to be a very

minor problem in the County, primarily due to the newness of the County's Housing stock. Rehabilitation of housing units built prior to 1978 will undergo lead-based paint inspection.

- g. Ensure compliance with program and comprehensive planning requirements:

Collier County Financial Administration and Housing Department continues to follow policies and procedures for meeting grant requirements; uses sound accounting and financial procedures; attends HUD-sponsored training sessions; consults with HUD representatives on technical questions; and utilizes information from public input.

- h. Reduce the number of persons living below the poverty level:

Southwest Florida Workforce Development Board, Inc. (SWFWDB) promotes successful entry into the workforce through education and job experience. Local education and training programs through the SWFWDB and Collier County School Board build more skilled workforce and enhance the County's efforts to attract, grow and expand job-creating businesses. Also, the Collier County Housing Authority's Family Self-Sufficiency program assists families to gain training and education necessary to earn a higher wage.

5. Leveraging Resources

- a. Identify progress in obtaining "other" public and private resources to address needs:

- State Housing Initiatives Partnership (SHIP) funds of \$3,170,000 were used in conjunction with CDBG funds for housing rehabilitation and down payment assistance programs;
- CDBG helped to leverage State HOME funds for an affordable housing development for low-income families in Immokalee; and
- CDBG helped leverage a private land donation for special needs transitional housing.

- b. How Federal resources from HUD leveraged other public and private resources:

- Continuum of Care application funding;
- State Office on Homelessness funding;
- ESG funding from the state;
- Private foundation funding; and
- Combined with SHIP.

- c. How matching requirements were satisfied:

There were no matching requirements.

6. Citizen Comments

a. Summary of citizen comments:

The notice of the CAPER availability was published for a 15-day public comment period beginning August 8, 2003 through August 25, 2003. The advertisement was published both in English and Spanish. The notice was published in two newspapers (general circulation - Naples Daily News, and a local paper - Immokalee Bulletin) and was advertised on the County's Public Information channels eleven (11) and sixteen (16). The CAPER was also available for public review and comment in all county libraries as well as at the County's Public Information desk, and in the County's Financial Administration and Housing Department. There were no written comments received during the CAPER public comment period. Please see Appendix for affidavit of publications.

Section I -- Part D

Assessment of Annual Progress in Carrying out CDBG Activities

Name of Grantee: Collier County

Reporting Period: July 1, 2002 to June 30, 2003

All Grantees Receiving CDBG Funds Must Submit the Following Narrative Information:

1. Assessment of Relationship of CDBG Funds to Goals and Objectives

- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities:

CDBG funds were the primary source of funding for infrastructure support for affordable housing and special needs rental development, public works and facilities and public service. CDBG funds were also used to supplement SHIP funds with down payment and rehabilitation assistance for affordable housing, which is identified as the highest priority in the county. 100% of funds expended in FY 2002-2003 benefited very-low, low and moderate-income persons.

Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served:

Under all categories of affordable housing activities, each planned goal was exceeded by a large percentage. A total of 121 households were assisted during FY 2002-2003. The types of households assisted were 109 extremely-low and 11 low income.

- b. Extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate income persons:

100% of CDBG funds expended benefited very-low, low & moderate-income persons.

2. Changes in Program Objectives

- a. Identify nature of and reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences:

We do not anticipate any changes in the program objectives.

3. **Assessment of Efforts in Carrying Out Planned Actions**

a. Indicate how grantee pursued all resources indicated in the Consolidated Plan:

- Developed cooperative relationship with SHIP to leverage both funding sources; and
- Required subrecipients to match a portion of their CDBG request.

b. Indicate how grantee provided certifications of consistency in a fair and impartial manner:

Compared activity with the Consolidated Plan for consistency and provided staff recommendations that are confirmed at the management level for certification.

c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction:

Through use of an open and public process to communicate the Consolidated Plan objectives, obtain public input and determine funding priorities and future goals.

4. **For Funds Not Used for National Objectives**

a. Indicate how use of CDBG funds did not meet national objectives:

None

b. Indicate how did not comply with overall benefit certification:

None

5. **Anti-displacement and Relocation** -- for activities that involve acquisition, rehabilitation or demolition of occupied real property

a. Steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities:

Rehabilitation activities did not trigger URA regulations.

b. Steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences: N/A

- c. Steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations: N/A

6. **Low/Mod Job Activities** -- for economic development activities undertaken where jobs were made available but not taken by low or moderate income persons

None were taken in this time frame.

- a. Actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons:

None

- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons:

None

- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, a description of steps being taken or that will be taken to provide such skills, experience, or education:

None

7. **Low/Mod Limited Clientele Activities** -- for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit

- a. How the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low and moderate income:

Individual/household annual anticipated gross income qualification was documented through analysis using HUD income guidelines for comparison.

8. **Program income received**

- a. Amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund:

No program income was received.

- b. Amount repaid on each float-funded activity:

N/A

- c. All other loan repayments broken down by the categories of housing rehabilitation, economic development, or other:

N/A

- d. Amount of income received from the sale of property by parcel:

N/A

9. **Prior period adjustments** -- where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a. Activity name and number as shown in IDIS:

None

- b. Program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported:

None

- c. Amount returned to line-of-credit or program account:

None

- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments:

None

10. **Loans and other receivables**

- a. Principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received:

None

- b. Total number of other loans outstanding and the principal balance owed as of the end of the reporting period:

None

- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness:

None

- d. Total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period:

None

- e. A list of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period:

None

11. Lump sum agreements

- a. Name of the financial institution:

None

- b. Date the funds were deposited:

None

- c. Date the use of funds commenced:

None

- d. Percentage of funds disbursed within 180 days of deposit in the institution:

None

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program:

Special Needs – 16
Owner Occupied - 13

b. Total CDBG funds involved in the program:

\$145,086

c. Other public and private funds involved in the project:

State Housing Initiatives Partnership (SHIP) program

13. **Neighborhood Revitalization Strategies** – for grantees that have HUD-approved neighborhood revitalization strategies

None at this time

a. Progress against benchmarks for the program year:

N/A

For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required, as part of the E/EC process shall suffice for purposes of reporting progress.

Section I -- Part H

Monitoring & Self-Evaluation

Name of Grantee: Collier County

Reporting Period
July 1, 2002 through June 30, 2003

1. Monitoring

- a. Describe how and the frequency in which you monitored your activities:

Projects are monitored during the program year through the use of monthly progress reports as well as project site visits. A formal, thorough site visit is performed at grant closeout when monitors go out as a team, with the lead monitor acting as the non-project manager. Files are reviewed, notes are compared and a letter stating the results of the monitoring visit is sent to the subrecipient.

- b. Describe the results of your monitoring including any improvements:

Monitoring activities resulted in only one 'finding'. One subrecipient's client files did not properly document low-income status and therefore did not meet income eligibility requirements. To remedy this situation in the future, income qualification training was held for subrecipients. Concerns included a lack of personnel policies, job descriptions and procurement policies. It was recommended that these be developed.

2. Self Evaluation

- a. Effect programs have in solving neighborhood and community problems:

A new 12,000 square foot community center was built in the River Park neighborhood of Naples (a low-income, minority community) to replace the existing 3,500 square foot facility that was built in the 1950's. The new facility will allow for expanded educational and recreational program opportunities for approximately 700 very-low and low-income children and 500 very-low and low-income seniors and adults in the surrounding neighborhood. Also, a new storm water system will alleviate flooding in a low-income area of Marco Island. Additionally, emergency, short-term prescription assistance was provided to 189

25

low-income persons in Immokalee to expand the number of persons served through this existing rural prescription medication program administered in collaboration between the Collier County Human Services department and Collier Health Services, Inc. at the Marion E. Fether Clinic.

- b. Progress in meeting priority needs and specific objectives and help make community's vision of the future a reality:

Affordable Housing is the top priority per the Consolidated Plan. During the first two years of entitlement, Habitat for Humanity built one hundred forty-five (145) homes. Infrastructure for 26 homes in Immokalee is nearly completed, with site development underway. CDBG funds have also provided down payment assistance to nineteen (19) households and rehabilitation assistance to ten (10) households in FY 02-03.

- c. Provide decent housing and a suitable living environment and expand economic opportunity principally for low and moderate income persons:

Transitional housing was provided for 21 low-income families with special needs (Wolfe Apartments was completed in FY 02-03, but funded in FY 01-02). Sixteen (16) disabled adults had their apartments rehabbed (to bring them up to code) including stabilizing foundations, re-roofing, new exterior doors & windows and new paving in parking areas. Another subrecipient provided transitional housing for 22 homeless clients. An additional sixty- (60) streetlights were also installed in a high crime area of Immokalee.

- d. Any activities falling behind schedule:

The Linwood Drainage project in the Gateway/Bayshore Community Redevelopment Area (CRA) is in design stage and has not expended any of the \$329,046 in funding due to the re-design of the storm water system.

- e. Describe how activities and strategies made an impact on identified needs:

Providing assistance to create affordable housing for the low and moderate-income households to become homeowners and rehabilitating owner-occupied substandard housing continues to be a challenge in Collier County. Land suitable for new single and multi-unit housing is expensive. New construction projects require a great deal of time, and costs are high. At the present time there is also a lack of affordable housing developers, non-profit as well as for-profit, in Collier County.

The County is committed to providing affordable housing to its residents and leveraging available resources, mainly SHIP and CDBG, in the creation of affordable housing to meet the needs of low and moderate-income households and continues to seek various sources of funding and provide support for both for profit and non-profit housing developers.

- f. Identify indicators that would best describe the results:

The best indicators are (1) monthly progress reports from subrecipients, which are translated to subrecipient tracking sheets and (2) the timely expenditure of annual funding.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision:

Collier County has the highest Median Family Income (MFI) in the State of Florida and housing costs continue to rise. Non-profit housing developers will need acquisition assistance due to the high cost of land. High impact fees and the lack of a non-profit housing developer serving Collier County continue to be barriers to increasing the amount of affordable housing.

- h. Identify activities or types of activities falling behind schedule:

The Linwood Drainage project in the Gateway/Bayshore CRA is in design stage and has not expended any of the \$329,046 in funding due to the re-design of the storm water system.

- i. Identify whether major goals are on target by using the following table to indicate the number of programs that are meeting their goals:

**Name of the
Strategy/Priority/Objective: 17 Projects 01-02 & 02-03**

Project Accomplishments	No. of Programs	Percentage of Total
Did Not Meet Goal	1	6%
Met Goal	5	29%
Exceeded Goal	11	65%
Goal Not Reported	0	0
Other	0	0
Total	17	100%

- j. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively:

Subrecipients will be provided with additional technical assistance to improve timeliness performance and increase their organizational capacity to manage and complete projects.

Section II -- Table I

Summary of Annual Housing Accomplishments

Households and Persons Assisted with Housing

Name of Grantee: Collier County

Priority Need	CDBG	TOTAL
Renters		
0 - 30 of MFI	0	0
31 - 50% of MFI	0	0
51 - 80% of MFI	0	0
Owners		
0 - 30 of MFI	65	65
31 - 50 of MFI	1	1
51 - 80% of MFI	0	0
Homeless*		
Individuals	22	22
Families		
Non-Homeless Special Needs	16	16
Physical Disability		
Mental Disability		
Developmental Disability		
HIV/AIDS		
Total	104	104
Total Section 215	0	0

* Homeless individuals and families assisted with transitional and permanent housing

Estimated Ethnic Distribution of Households Assisted

Ethnicity	CDBG	TOTAL
Hispanic	22	22
Non-Hispanic	0	0
WHITE	34	34
BLACK	11	11
Native American	0	0
Asian/Pacific	0	0
Other	0	0
Total Reported	67	67

Section II -- Table II

Summary of Progress in Meeting 5YR Goals

Households and Persons Assisted with Housing

Name of Grantee: Collier County

Priority Need	5-Yr. Goal Plan/Act	Yr. 1 Goal Plan/Act	Yr. 2 Goal Plan/Act	Yr. 3 Goal Plan/Act	Yr. 4 Goal Plan/Act	Yr. 5 Goal Plan/Act
Renters						
0 - 30 of MFI	50/38	0/0	38/38	4/	4/	4/
31 - 50% of MFI	20/5	0/0	5/5	5/	5/	5/
51 - 80% of MFI	0/0	0/0	0/0	0/	0/	0/
Owners						
0 - 30 of MFI	245/82	0/0	80/82	55/	55/	55/
31 - 50 of MFI	20/0	0/0	5/0	5/	5/	5/
51 - 80% of MFI	0/0	0/0	0/0	0/	0/	0/
Homeless*						
Individuals	0/0	0/0	0/0	0/	0/	0/
Families	20/22	0/0	5/22	5/	5/	5/
Non-Homeless Special Needs	20/32	0/16	5/16	5/	5/	5/
Physical Disability						
Mental Disability						
Developmental Disability						
HIV/AIDS						
Total	375/179	0/16	138/163	79/	79/	79/
Total Section 215	0	0	0	0	0	0
212 Renter						
215 Owner						

* Homeless individuals and families assisted with transitional and permanent housing